
OVERVIEW

Michigan Department of Health and Human Services (MDHHS) supervisors must review and verify that Children's Protective Services (CPS) investigations comply with CPS policy and law. Supervisors must complete the Supervisory Control Protocol (SCP), which qualifies as the investigation checklist required in law.

When reviewing investigation reports, supervisors may identify and require additional casework activities, including face-to-face contacts needed for policy compliance. In instances where there are deficiencies, supervisors must return the case to the caseworker with steps for corrections outlined.

Note: All timeframes within this item are calculated based on calendar days.

Supervisory Control Protocol (SCP)

The SCP enables supervisors to review and verify compliance with investigation requirements, including the quality, quantity and documentation of a child abuse/neglect requirements. Completion of the SCP satisfies investigation checklists in MCL 722.628(e).

The SCP requires supervisors to verify that required activities were completed, that completion met policy requirements and completion of requirements were sufficiently documented.

The SCP requires supervisors to review activities at three intervals, also called check points, during a CPS investigation:

Phase 1 (Beginning the Investigation)- Supervisor review must occur within the first 7 days of the date of the complaint.

Phase 2 (Gathering Evidence)- Supervisor review must occur within the first 14 days of the date of the complaint.

Phase 3 (Completing the Investigation)- Supervisor review and verification must occur within the first 7 days of the 14-day supervisory review period.

At each phase the supervisor must review each required activity and respond with a Yes, No, or not required (N/R), as well as adding any necessary notation regarding policy compliance.

Marking Yes indicates that the supervisor verified that:

- The required activity occurred.
- The completed activity met all qualitative standards and related policy requirements.
- The activity was thoroughly documented in MiSACWIS.

Note: The SCP is not inclusive of all policy requirements. Dependent upon the investigation situation, additional policy requirements may still apply.

SCP Variance

Supervisors unable to complete a SCP check point on the due date are allowed a variance of three business days to complete and verify the SCP check point.

Each MDHHS county office must establish a written procedure to assure timely completion of the SCP in circumstances when a CPS supervisor is unavailable for more than three business days. Counties should consult with their BSC director for review and final review of developed procedures.

FINAL APPROVAL

Within 14 days of receipt of submission of the report from the caseworker, supervisors must review and approve the entire SCP prior to approval of the investigation in MiSACWIS. Final approval of the Investigation Report ensures and attests to supervisory approval of the following:

- Thoroughness and completeness.
- Accuracy of the investigation.
- Disposition of the investigation.
- Assessment of risk and safety of the children.
- Services provided to the family.

If the supervisor determines that the investigation does not comply with department policy and Child Protection Law, the investigation must not be approved until review and approval by the local office director.